

LIVABLE DELAWARE ACTIVITY

Activity/Policy/Program:

Promote the adoption of clean energy technologies and energy efficiency programs.

Contact person:

G. Arthur Padmore

Enabling Laws:

26 Del. C. § 1014 Public Purpose Programs

Policies:

The DPA, by the statute cited above, consults the Delaware Development Office on the administration of the Environmental Incentive Fund that funds programs for conservation, energy efficiency, and renewable energy.

History:

The production of electricity often emits particles in the air that impact Delaware's ability to comply with federal clean air laws.

Current Situation:

The growing demand for electricity in Delaware requires increasing the production of electricity. Adoption of clean energy technologies, such as, renewable energy and energy efficiency, by electric consumers in Delaware can help the State comply with federal clean air laws and meet the growing demand. Investments in renewable energy and energy efficiency can also help develop and keep high-quality jobs in Delaware. In the regional wholesale power market (PJM), demand-side resources (such as small renewable generators and energy efficiency) are under-utilized. The DPA has taken the lead in the developing regulations that make it easier for utility customers to install their own generation and connect to the regional electric system (only three states --California, New York and Texas -- have developed similar regulations). Other PSC regulations and/or utility procedures may impede adoption of clean energy technologies.

Revisions/Actions Needed:

Demand-side resources in the PJM need to be utilized more; and renewable energy and energy efficiency programs need to be encouraged. This will be addressed through development of the State's Long-Range Plan.

Resources needed to create/revise:

The DPA would need no additional resources.

Process for creation/revision:

Through its involvement with the Environmental Incentive Fund, the DPA will encourage the adoption of renewable energy and cost-effective energy efficiency programs. In addition, the DPA will continue to identify, and advocate changing, PSC regulations and utility procedures that unreasonably impede the adoption of renewable energy and energy efficiency programs. With other participants in the PJM, the DPA has been engaged in identifying opportunities for more demand-side participation in the regional power market. PJM recently instituted a demand-side pilot program that the DPA was instrumental in developing. The DPA will evaluate the pilot program and identify other opportunities to encourage more demand-side participation in the regional wholesale power market.

Schedule/Measures to guide progress:

The DPA does not directly control the schedules on the activities discussed above. However, every six months, the DPA will determine if it has taken appropriate action to affect the desired policy outcomes. The DPA will also contact consumers who have installed, or have attempted to install, renewable energy and energy efficiency technologies to determine if established procedures are producing the desired results.

Interactions or inter-relationships with other agencies or units of government:

Other than the interaction with the PSC mentioned above, the PJM is regulated by the Federal Energy Regulatory Commission (FERC).

Livable Delaware

Activity/Policy/Program name: Fleet Services – Fleet Link

Fleet Link State Employee VanPool Program – The program is available to all State of Delaware employees. There are vanpools that run on traditional day shifts as well as 24 hour shifts. Employees can enter the program in two ways, one is to fill a seat in an existing vanpool and the other is to start a new vanpool by finding a group of individuals with similar work schedules.

Contact Person:

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Enabling Laws:

- Title 29, Delaware Code, § 7105 Establishment and use of a statewide fleet management system.

This represents the establishment of the Statewide Fleet which is where the van pool program resides.

- Title 29, Delaware Code, §7106 – Use of state-owned vehicles; penalty; exemptions.

This provides the exception for the use of the State vehicles allowing the vans to be used for pooling.

- 139th General Assembly, SB 410, Section 273 - Transfer authority

This is the epilogue language that transferred the program to the Department of Administrative Services from the Department of Transportation Transit Corporation.

Policies:

Fleet Link has a published Policy and Procedure Manual.

History:

The State of Delaware Employee Vanpool Program was transferred to the Department of Administrative Services, Fleet Services from the Department of Transportation. The transfer took place in January 1999 at which time the program was renamed Fleet Link, the State Employee VanPool Program. In 1999 when Fleet Services took over the program there were 19 vanpools in operation that were transporting approximately 188 State employees.

When the program was transferred to Fleet Services, many different rates were being charged to the participants. It was Fleet Services' immediate goal to standardize rates to make the program more attractive and easier for the participants to operate. Additionally, older vans were replaced with newer models and more vans were made available.

Current Situation:

The program has more than doubled in size since it was taken over by Fleet Services. Currently Fleet Link is operating 39 vanpools and transporting approximately 450 State employees. According to a report issued by the Transportation Management Association of Delaware, State employees that participate in Fleet Link reduce miles driven on Delaware's roadways by 9,294,720 annually.

When the vanpool program was moved to Fleet Services, immediate savings were realized because the program became part of a much larger fleet. Overhead costs were reduced utilizing competitive repair contracts and a decrease in insurance rates because the vans are now covered under the State's Risk Management Office. Currently, each van is rented for \$411.18 per month. This cost is divided among the riding members of the van (i.e. \$411.18 divided by 12 riders = \$34.27 per month per rider).

The program provides individual benefits such as Guaranteed Ride Home in the event of a family emergency or illness, 24/7 roadside assistance and the cost savings inherent in sharing a ride. The general public benefits from the reduction of vehicles on the road, which mitigates traffic and aids in the improvement of air quality.

Revisions/Actions Needed:

Additional marketing of the program would help to further the objective of Livable Delaware through promoting employee awareness. Additionally, for each vanpool that increases its number of riders the monthly payment amount per rider would be lower.

Resources needed to create/revise:

No additional resources are requested for the marketing or growth of Fleet Link. Title 29, Delaware Code, 7106(d) requires that any State employee pooling program be self-sufficient. Therefore, no additional resources are requested for marketing efforts or additional vans since the employees enrolled in the program would support any growth.

Process for creation/revision:

None

Schedule:

Fleet Link will continue to market and expand the program.

Measures to guide progress:

Fleet Link plans on annual growth of 5%.

Fleet Link is anticipating an increase in Fleet rental rates of approximately 3%.

Fleet Link's goal is to reach a 3.7 Customer Satisfaction Index (4.0 is perfect)

Interactions or inter-relationships with other agencies or units of government:

Currently Fleet Link is targeting the Department of Correction. In doing this, presentations are being given to each graduating cadet class to explain the benefits of the vanpool program. There are now vanpools going to Sussex Correctional Institute, Delaware Correctional Center and the Multi-Purpose Criminal Justice Facility. These vanpools are operating on a 24/7 basis.

The Department of Corrections, Prison Industries is working with Fleet Services in providing servicing and maintenance for the vans being used in the program.

Fleet Link is partnered with the Transportation Management Association of Delaware by participating in RideShare Delaware (state carpool program).

Fleet Link has placed advertising decals on more than 25 vans. In addition to the Fleet Link decals, Delaware Help-line advertising decals were also placed on more than 25 vans that are traveling up and down the state each day. This has essentially produced 25 traveling billboards for both Fleet Link and Delaware Help-line.

Fleet Link maintains a Website that offers an informational page. The site has a calculator to help anyone interested in calculating his or her personal costs of driving to work vs. the cost of riding a vanpool. There is also an application/contract and a revenue report that are required to be submitted to Fleet Link in accordance with the policies of the program.

Livable Delaware Activity-Department of Administrative Services, Division of Facilities Management

Activity/Policy/Program name:

The State Energy Office, part of the Division of Facilities Management, develops and implements an energy management plans to improve the efficient use of energy by state facilities and manages the award of funds to enable the implementation of energy efficiency projects. The State Energy Office also oversees building code compliance as it relates to energy efficiency, and provides public education and outreach in an effort to improve people's understanding of issues affecting the every-day use and conservation of energy.

Contact person:

Robert Furman, Deputy Director, Division of Facilities Management.

Enabling laws:

State: 29 Delaware Code, 8806 (c)

Federal: Energy Policy and Conservation Act, 81.041.

Policies:

The State Energy Office provides education and information concerning energy efficiency, conservation methods and new technologies to state agencies and the general public. The State Energy Office plays a central role in developing and implementing State Energy Program Plan standards (for state facilities), funding state building energy efficiency programs, promoting the use of alternative motor fuels and investigating the use of renewable energy sources by public and private entities throughout the state.

History:

The office was created during the duPont administration in response to the energy crisis at that time. The State Energy Office has resided in a number of different departments, but has been part of the Department of Administrative Services for many years. During the legislative session that ended June 30th, 2001, legislation was introduced that would have transferred the State Energy Office to DNREC if it had been signed into law. During the last twenty years, the focus of the State Energy Office has changed from ensuring the uninterrupted supply of energy into the state to developing and promoting methods and standards to improve energy efficiency, reduce energy consumption and promote alternative fuels.

Current situation:

The state's Energy Office will maintains its responsibility to develop and implement the State Facilities energy Management Plan. The Energy Office ensures that energy conservation methods are employed in all new and existing facilities and also conducts public education and outreach programs, performs energy audits, and promulgates energy efficiency standards for state, school, commercial and private facilities. During the

current fiscal year, the State Energy Office will manage the award of \$1,000,000 to state construction projects as a way to improve the efficient use of energy and to amplify the effect of limited capital funds. The State Energy Office is working in conjunction with the University of Delaware and DNREC to educate the public on issues surrounding global warming and its link to the use of non-renewable energy resources. The State Energy Office is also pursuing a strategy to bring sources of renewable energy to Delaware. This includes the use of soy-based diesel fuel in municipal busses, alcohol fueling stations for dual-fuel vehicles, and an investigation of wind-based electrical generation.

Revisions/actions needed:

- Develop measures for the State Energy Program to incorporate federal initiatives on building energy efficiency, alternative motor fuels and renewable energy use throughout the state. Provide information and data on energy efficiency and new technology to state.
- Provide information and data on energy efficiency and new technology to state agencies and the general public.
- Develop guidelines and procedures enabling the division to review the design, construction and renovation of facilities for energy efficiency.
- Participate in development and implementation of the State's Long-Range energy Plan.

Resources needed to create/revise:

Continued Federal funding (2.6 positions, \$478,200). There is one vacant State GF position for this program.

Process for creation/revision:

Federal grant application: Delaware State Energy Program Plan.

Schedule:

The federal grant application is submitted annually in the first quarter.

Measures to guide process:

- A decrease in the consumption of energy by state facilities.
- Increased public awareness of energy related issues.
- An expansion of the federal "Energy Star" program in the state.
- Implementation of alternative fuel stations.

- Decrease in Delaware's per-capita use of energy.
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Interactions or inter-relationships with other agencies or units of government:

Federally mandated and funded through annual grant by the US Department of Energy, supports all state agencies.

Livable Delaware Activity-Department of Administrative Services, Division of Facilities Management

Activity/Policy/Program name:

Technical Services. This function supports the Livable Delaware goal of improving access to educational opportunities, health care and human services.

Contact person:

Robert Furman, Deputy Director, Division of Facilities Management.

Enabling laws:

29 Delaware Code, 8806 (b) and (e).

Policies:

The Division is the review authority for building design, construction and operating plans for all state agencies, including school districts. The Division is also responsible for the design, construction or renovation of all public buildings for state departments and agencies, with the exception of school districts. The Division will respond to an emphasis on school renovation/construction and improved access to health care and human services through timely review of DOE and DHSS submittals. The Division will continue its mission of supporting the activities of state government by providing good workplaces for state employees and clients of state agencies. Demolition, renovation, and new construction of state buildings will continue to be completed in a timely fashion and up to the latest standards of construction technology, accessibility, maintenance, building and life safety codes, and space standards.

Prisons and schools notwithstanding, the need for state facilities is generally concentrated in Dover, Wilmington and Georgetown. In working with our client agencies, it has been and will remain the Division's policy to promote adaptive re-use of existing facilities over new construction, to cluster similar functions and services, to favor locations that offer access to mass transit and existing infrastructure, and to be mindful of local architectural styles in selecting exterior building design and materials.

History:

Since FY92, the Department of Administrative Services has managed \$565,658,800 worth of construction projects, with about 90% of that amount having been appropriated since FY96. FY94's Construction Management Initiative transferred construction responsibilities from the Departments of State, SCYTF, Public Safety, Correction, Agriculture, Economic Development, and the Delaware National Guard to the Department of Administrative Services. This transfer resulted in a 575% increase in appropriated public works projects managed by the Division of Facilities Management. In FY95, the Department of Health and Social Services and the State Fire Prevention Commission were added, resulting in an additional 260% increase in funds appropriated for management by the Division. MCI projects managed by the Division since 1992 have also increased significantly, from an FY93 low of less than \$1,000,000 to a sustained level of over \$20,000,000 for each of the last four fiscal years.

The Division's staff has not grown at the same accelerated rate as construction funding. In 1992, each project coordinator managed an average of \$1,333,000 worth of projects. The current average is \$11,625,000 per project coordinator. The Quality Construction Improvements Act became law in 1999, enabling the Division to implement new programs to adapt to its overburdened resources and accommodate the rapidly changing construction industry.

There are new requirements and policies relating to underground fuel storage tanks, stormwater management and sediment erosion control, environmental issues, and indoor air quality that have also increased the Division's responsibilities in these areas.

Current situation:

The Division managed over \$70,000,000 in FY01 Capital appropriations. During FY01, the Division reviewed plans for approximately 300 projects, held bids and managed construction for approximately 75 projects over \$50,000, and negotiated contracts and managed construction for hundreds of projects under \$50,000. It is expected that Capital funding for public works projects other than school construction will not be sustained at the levels seen in recent years, and that MCI funding will also be significantly reduced.

Revisions/actions needed:

Existing policies are in line with Livable Delaware principles. No revisions are needed.

Resources needed to create/revise:

In place.

Process for creation/revision:

NA

Schedule:

NA

Measures to guide process:

Percentage of projects managed using Primavera software, percentage of projects completed on budget during FY02.

Interactions or inter-relationships with other agencies or units of government:

In overseeing the planning, design and construction of public works projects, the Division strives to meet the requirements of local jurisdictions. The Division serves all state agencies and works regularly with some Federal agencies.

Livable Delaware

Activity/Policy/Program Name: Fleet Services – Trip Pairing

Fleet Services owns, operates and leases over 1700 vehicles utilized by State agencies to accomplish their missions. Operating 45 pool sites, with over 9000 authorized State employee drivers, Fleet Services accepts over 300 reservations for vehicles each day. It is proposed that State drivers, leaving from the same pool site and traveling to the same destination, share a State vehicle rather than each driving two Fleet Services vehicles.

Contact Person:

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Enabling Laws:

- Title 29, Delaware Code, §7105 Establishment and use of the statewide fleet management system.

Consolidated ownership of State vehicles(excluding DELDOT, State police & schools) and
management of a motor pool system.

Policies:

Fleet Services has a published Policy Manual(available on the State web site)

History:

Fleet Services became operational in 1994. The program has improved the quality of State vehicles at the lowest possible cost, maintained compliance with various Federal mandates while providing superior customer service to the employees utilizing the service.

Current Situation:

Fleet Services accepts over 300 reservations per day for employees to travel throughout the State. It has been noted that many times employees from the same or different departments leave from the same location and travel to the same meeting or destination. This means more cost than necessary, more vehicles on our highways and increased automobile exhaust to pollute the air. There is currently no mechanism to match employees making these concurrent trips in the Fleet Services reservation software.

If even ten pairings a week could be accomplished (twenty trips paired) a savings of \$10,587.20 could be realized annually in rental costs, 2080 gallons of gasoline would not be used polluting the air and traffic/parking would be mitigated.

Revision/Actions Needed:

Fleet Services will be required to hire the appropriate vendor to make changes in the Fleet reservation software to pair trips and create billing software architecture to "split code" an charge different units for the use of a shared vehicle. Once the software solution is accomplished and DAS and Fleet Services to advise agencies of the benefits of the program will conduct extensive marketing effort.

Resources needed to create/revise:

Funds to pay the software vendor. The vendor has been contacted and is developing a cost estimate. The best estimate range, based on past software changes, is between \$20,000-50,000 not including some minor costs associated with marketing the new service to the agencies. At this time, this cost will probably fit within the Fleet Services budget.

Process for creation/revision:

None

Schedule:

It will take approximately 6-12 months to implement the program, depending on programming difficulties that might arise.

Measures:

Measuring the number of trips paired.

Interactions or interrelationships with other agencies or units of government:

All agencies utilizing Fleet Service's vehicles would be a part of the program and would be called upon to encourage the consolidation and pairing of trips when using the motor pools.